## *The Instructional Action Planner*

# Your Instructional Action Plan is the detailing of all of the preparations that need to be made to successfully carry out your lesson plan. Based upon the plan, it creates a critical to-do list for instruction.

# How to Use this Action Planner: For each of the to-do steps below, click into the shaded box under each step to enter your own action plan. The box will expand to accommodate your entry. Save and print the completed action plan when you are done.

# To-Do #1

# PREPARE FOR THE LEARNERS

Describe what action needs to be taken to prepare the learners. Answer these questions:

* What steps need to be taken to prepare the learners?
* What props are needed?

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| * In the lesson plan, there were no steps listed to prepare the learners. The teacher just expected the students to know how to make a graph. There was no preparation for the use of a spreadsheet. * The “prop” that are needed in the lesson plan are the M&M’s- one snack-size bag per student, paper, crayons, and the spreadsheet software such as Cruncher, Microsoft Works, or Apple Works. |

# To-Do #2

# READY THE CLASSROOM

Describe what you need to do to get the classroom ready for the lesson. Answer these questions:

* What furniture needs to be acquired/moved?
* What additional materials are needed?
* Who do you need to contact to assist in making the intended adjustments?

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| * There is not furniture listed in the lesson plan. There should have been something listed about the computers because there is nothing saying whether they are able to do this in their classroom, if they have enough computers, or if they have to go to a computer lab. * There is no indication in the lesson plan of who they need to contact if they needed to make adjustments. If they need to go to the computer lab then this should be listed in the lesson plan. |

# To-Do #3

# TEACHING AND LEARNING ACTIVITIES

List the materials you need to prepare and/or tasks that need to be done for the intended activities. Answer these questions:

* What materials are needed by teacher and students?
* What tasks need to be completed for these activities?

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| * The materials that are needed by teacher and students are the M&M’s-one snack-size bag per student, paper and crayons, and spreadsheet software such as Cruncher, Microsoft Works, or Apple Works. * The tasks needed to be completed for these activities are the knowledge and experience of sorting and graphing. |

# To-Do #4

# PERSONAL PROMPTS

List the prompts you want to remember to use to cover all points of the lesson. Answer these questions:

* What specifics do you want to remember to do?
* *What specifics do you want to remember to say?*

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| * There is nothing specific listed that the teacher wants to remember to do in the lesson plan. I think that is an important component that is missing. * There is not prompt at all on what the teacher wants to remember to say in the lesson plan. This is very important as well and needed to be listed. It is important that a teacher has everything that they want to say in their lesson plan so that they don’t forget anything while they are teaching. |

# To-Do #5

# SUPPORT TECHNOLOGIES

Describe the things you need to do to ensue the technologies you have selected are available and working. Answer these questions:

* What technologies and related materials need to be acquired for another source? From where?
* What hardware or software adjustments need to be made?
* Which technologies need to be checked to be sure they are functioning?

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| * There are no technologies and related materials that need to be acquired for another source listed. The only technologies listed were the spreadsheet software. * The software adjustments needed to be made are the spreadsheet software such as Cruncher, Microsoft Works, or Apple Works. There are no hardware adjustments listed on the lesson plan. * Although it is not listed on the lesson plan, both the computers that are going to be used and the software spreadsheet program need to be checked to be sure that they are functioning. |

# TO-DO #6

# FEEDBACK

Describe the feedback instruments you need to have ready for this lesson. Answer these questions:

* What do you need for formative feedback?
* What do you need for summative feedback?

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| * The formative feedback is the completed bar graph. So in the lesson plan the teacher needs the teacher-made checklist to check off if the bar graph was done. * There is nothing listed for a summative feedback. It is not specified in the lesson plan whether or not there is going to be a test on this lesson or a specific grading used. |

# TO-DO #7

# FOLLOW-UP

Given the feedback, describe the follow-up activities. Answer these questions:

* If the lesson was not successful, what remediation is planned?
* If the lesson was successful, what reinforcement is planned?

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| * There is no remediation planned in the lesson plan if the lesson was not successful. This is an extremely important factor that is not included. * There was also no reinforcement planned if the lesson was successful. Something else that should have been included. |